

Instructions to Authors

Aim and scope

The quarterly **Journal of Health Sciences and Surveillance System** is a non-profitable periodical, common to the School of Health and Nutrition and the vice chancellor for Health at Shiraz University of Medical Sciences. The journal publishes original research papers, short communications, scientific notes, case reports, letter to editors, and review articles in English. The scope of papers comprises all aspects of Health Sciences and Surveillance System. The Editorial Board would be glad to receive your original papers on any area of Health Sciences.

Submission Process

Manuscripts can be sent preferably through the on-line submission system:
(<http://jhsss.sums.ac.ir>)

Peer Review Process

The articles are primarily evaluated by our internal reviewers who check the articles for their scientific merits in concordance with **Jhsss** disciplines. Any methodological flaw, format, and non-compliance with journal's instructions should be avoided. Then a submission code will be allocated and all the future contacts should be based on this code. The articles will then be reviewed by at least three external (peer) reviewers. Their comments will be passed to the authors and their responses to the comments with the reviewers' comments will then be evaluated by the Editor-in-Chief, the Section Editor, and a final reviewer who can be a member of the Editorial Board. The final review process will be discussed in Editorial Board sessions on a regular basis and based on their comments, and the journal's scope. The Editor-in-Chief will decide which articles should be published.

Ethical Consideration

The implemented guidelines are in accordance with the *Recommendations for the Conduct, Reporting, Editing and Publication of Scholarly Work in Medical Journals* issued by the International Committee of Medical Journal Editors (ICMJE) (<http://www.icmje.org/#privacy>). The editorial office reserves the right to edit the submitted manuscripts in order to comply with the journal's style. In any case, the authors are responsible for the published material. The research that involves human beings (or animals) must adhere to the principles of the *Declaration of Helsinki* (<http://www.wma.net/e/ethicsunit/helsinki.htm>).

In manuscripts that report research involving new treatments or procedures in humans, the authors must indicate that the informed consent to take part in the research was obtained from the participants or their legal guardians.

• Authorship

Based on the newly released *Recommendations for the Conduct, Reporting, Editing and Publication of Scholarly Work in Medical Journals*, by the ICMJE, "an Author" is generally considered to be someone who meets the following conditions 1, 2, 3, and 4.

1-Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; AND

2-Drafting the work or revising it critically for important intellectual content; AND

3-Final approval of the version to be published; AND

4-Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

• Conflict of Interest

We request all the authors to inform us about any kinds of "Conflict of Interest" (such as financial, personal, political, or academic) that would potentially affect their judgment. Authors are preferably asked to fill the uniform disclosure form available through: (http://www.icmje.org/coi_disclosure.pdf)

• Plagiarism

The authors are not allowed to utilize verbatim text of previously published papers or manuscripts submitted elsewhere.

• **Assignment of Copyright and Authorship Responsibilities**

Your Article will not be published unless a Copyright Assignment Form has been signed and received by JHSSS (Available form <http://jhsss.sums.ac.ir>). You hereby warrant that “This article is an original work, has not been published before and is not being considered for publication elsewhere in its final form either in printed or electronic form”.

Retraction Policy

The **JHSSS** uses the COPE flowchart for Retraction of a published article ([http://publicationethics.org/...](http://publicationethics.org/)) to determine whether a published article should be retracted.

Paper Preparations

Cover letter

The author should define that he\she will not resubmit the submitted article to another journal until the reviewing process will be completed. Also it should be indicated whether the authors have published or submitted any related papers from the same study.

Title Page of the article should include 1) the title of the article; 2) authors' names; 3) name of the institution where the work was done; 4) running title (short form of the main title presented on the top of pages); and 5) complete mailing address, telephone/ fax numbers, and email address of the corresponding author. This page is unnumbered.

Abstract should be structured for original articles providing background/objective for the study; methods, results and conclusion altogether not exceeding 250 words. Number this as page 1. Abstracts of the other types of contributions should be non structured, providing the essential information. When abstracting a review article a concise summary of the salient points and objectives should be addressed. The abbreviations should not preferably be mentioned in the abstract.

Keywords are used for indexing purposes; each article should provide three to five keywords selected from the Medical Subject Headings (MeSH).

<http://www.nlm.nih.gov/mesh/>

Introduction should provide a context or background and specify the purpose or research objective of the study or observation.

Method must indicate clearly the steps taken to acquire the information. Be sure that it includes only information that was available at the time the plan or protocol for the study was written. It should be detailed (including: Controls, inclusion and exclusion criteria, etc) and may be separated into subsections. Repeating the details of standard techniques is best avoided.

For reports of randomized controlled trials, the authors should refer to the *CONSORT* statement (<http://www.consort-statement.org/>).

Reporting guidelines such as STROBE, STARD, and PRISMA would help you to produce high quality research and to provide all required information and evidence for related methodology. EQUATOR Network website would help you in using these guidelines.

The software used for statistical analysis and description of the actual method should be mentioned.

Results should be presented in chronological sequence in the text, table, and illustration. Organize the results according to their importance. They should result from your own study.

Tables and illustrations must be cited in order they appear in the text using Arabic numerals. Tables should be simple and should not duplicate information in the text of the paper. Figures should be provided only if they improve the article. For radiographic films, scans, and other diagnostic images, as well as pictures of pathology specimens or photomicrographs, send the high resolution figures in jpeg format. Color photographs, if found to improve the article, would be published at no extra-charge at the print version of the journal. Type or print out legends for illustrations on a separate page, and explain the internal scale and identify the method of staining in photomicrographs.

Discussion should emphasize the new and important aspects of the study and the conclusions that follow from them. Possible mechanisms or explanations for these findings should be explored. The limitations of the study and the implications of the findings for future research or clinical practice should be explored.

Supplementary Materials such as movie clips, questionnaires, etc, may be published on the online version of the journal. Any technical help including general, financial, and material support or contributions that need acknowledging but do not justify authorship, can be cited at the end of the text as Acknowledgments.

Letters to the Editor

The **JHSSS** welcomes Letters to the Editor pointing out alternative interpretations of published results, or commenting briefly on topics of relevance to the journal's readers.

References should be compiled numerically according to the order of citation in the text in the Vancouver style. The numbers of references should not exceed 40 for original articles, 15 for brief, 8 for case reports, and for review articles not less than 100 references. For the references credited to more than 6 authors please provide the name of the first six authors and represent the rest authors by the phrase “ et al. ” For various references please refer to “the NLM style guide for authors, editors, and publishers”. (<http://www.ncbi.nlm.nih.gov/books/NBK7256/>)

Listed below are sample references.

Journal Article

- Raftopoulos H, Ward M, Leboulch P, Hallal AH, Amortegui JD, Schulman CI, et al. Long-term transfer and expression of human beta-globin gene in a mouse. *Blood* 1997; 90: 3414-22.
- 2. Javan S, Tabesh M. Action of carbon dioxide on pulmonary vasoconstriction. *J Appl Physiol*. In press 2005

Complete Book

- 3. Guyton AC: *Textbook of Medical Physiology*. 8th ed. Philadelphia, PA, Saunders, 1996.

Chapter in Book

- 4. Young V R. The role of skeletal muscle in the regulation of protein metabolism. In Munro HN, editor: *Mammalian protein metabolism*. Vol 4. San Diego; Academic; 1970. p. 585-674.

Language and Style

Contributions should be in English language. The text must be clear and concise, conforming to accepted standards of English style and usage. Non-native English speakers may be advised to seek professional help with the language. All materials should be typed in double line spacing numbered page and numbered lines. Abbreviations should be standard and used just in necessary cases, after complete explanations in the first usage.

Correction of Errata

The journal will publish an erratum when a factual error in a published item has been documented.

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